

**BUREAU OF PATROL**  
**025 District**

**26 October 2011**

To: Carlos E. Velez  
Commander  
025 District

From: Capt. Ronald A. Pontecore  
1<sup>st</sup> Watch Commander  
025 District

Subject: Log Number [REDACTED] Initiation Report

Reporting: Capt. Ronald A. Pontecore, Jr. #99  
025 District- 1<sup>st</sup> Watch  
Employee # [REDACTED]  
D.O.A. 02Dec91

Accused  
Member: P.O. G. Artiga # 10950 Emp# [REDACTED]  
D.O.A. 29 May 2001 Unit 025

Date/Time & 13 & 14 Aug 11; and & 17 & 18 Sep 11- Duty Hours 2100-0600  
Location: 5555 W. Grand Ave (Bt. 2525R)

Allegations: #1- Rule 28- Being absent from duty without proper authorization.  
#2- Rule 23- Failure to obey Department orders concerning other  
employment, occupation, or profession.  
#3- Rule 5- Failure to perform any duty.

Notifications: CPIC- P.O. Chibe # 7303 @ 0001 hrs.

History: IN SUMMARY: R/Capt was summoned by Commander Velez to  
initiate investigation, based on the following facts:

On 09 Aug 11, Officer Artiga submitted a PAR Form and military  
drill dates for 13 & 14 Aug 11. On 18 Aug 11, Officer Artiga was  
informed of the changes to the Department's routine of handling  
military drill, and was told to submit comp. time slips for the drill, or  
provide proof that his RDO was going to be changed. (Copy of  
package sent to him is attached.)

C.R. [REDACTED]  
ATTACHMENT # 6

On 07 Sep and email was sent to R/Capt, requesting that PO Artiga provide a drill order with his name on it, for the current dates, and that any future drill orders have his name on them as well, or to provide a letter from his Commanding Officer stating that he will be in training. R/Capt forwarded this email to both Lt's Platt & Conroy, as R/Capt was RDO on the date that PO Artiga would be returning from his RDO's, and this seemed to be a time sensitive issue. (Copies of emails are attached.) Lt Platt subsequently filled out comp. time slips on Artiga's behalf for 13 & 14 Aug 11; however no drill order with Artiga's name was submitted.

On 19 Sep 11, comp. time slips were received from PO Artiga regarding new drill dates of 17 & 18 Sep 11. No PAR form or drill orders were attached with these requests.

On 26 Sep, Officer Lozano # 10281, per the direction of Commander Velez, called and spoke with PO Artiga, and requested a copy of his drill orders with his name on them, or a letter from his Commanding Officer for the 13 & 14 Aug 11 drill dates, as well as a PAR form, and drill orders for the 17 & 18 Sep 11 dates. Packages were also sent to the watch requesting this information from PO Artiga on 26 Sep 11. (Attached) An email was also sent to R/Capt and Lt Platt with regards to this conversation and the requests being made on behalf of Commander Velez. (Attached)

To this date, PO Artiga has ignored all requests sent and made to him from the 025<sup>th</sup> District front office, under the command of Carlos Velez. R/Capt has submitted a PAR form requesting the PO Artiga be carried AWOP for the dates of 13 & 14 Aug 11, and 17 & 18 Sep 11. (Attached)

At this time, R/Capt has made the proper notifications, and obtained the above Log Number via CPIC notification.



Ronald A. Pontecore  
1<sup>st</sup> Watch Commander  
025 District

Approved:

\_\_\_\_\_  
Carlos E. Velez  
Commander  
025 District

**PERSONNEL ACTION REQUEST  
CHICAGO POLICE DEPARTMENT**

TODAY'S DATE

26 OCT 11

MEMBER TO BE AFFECTED (LAST NAME - FIRST - M.I.)

ARTHA, GEORGE D.

STAR / BADGE NO.

10950

EMPLOYEE NO.

[REDACTED]

UNIT ASSIGNED

025

EFFECTIVE DATE

26 OCT 11

JOB TITLE

Police officer - 9141

SOCIAL SECURITY NO.

**TYPE OF ACTION**

CHECK TYPE OF ACTION HERE (DO NOT CHECK MORE THAN ONE)	INFORMATION REQUIRED (ENTER INFORMATION IN "REMARKS SECTION" BELOW)	SIGNATURES REQUIRED
EXCUSED WITHOUT PAY - DISCIPLINARY	GIVE EFFECTIVE DATE, CIRCUMSTANCES & C.R. NO.	UNIT C.O.
EXCUSED WITHOUT PAY - NON-DISCIPLINARY	GIVE EFFECTIVE DATE & CIRCUMSTANCES.	UNIT C.O.
ABSENCE WITHOUT PAY - AWOP	GIVE EFFECTIVE DATE & CIRCUMSTANCES. STATE WHETHER OR NOT MEMBER NOTIFIED SUPERVISOR.	UNIT C.O.
TERMINATION - JOB ABANDONMENT	GIVE EFFECTIVE DATE: F.O.P. - ACTION TAKEN AFTER 4 CONSECUTIVE WORKDAYS AWOP AFSCME & UNIT II - ACTION TAKEN AFTER 5 CONSECUTIVE WORKDAYS AWOP	UNIT C.O., AREA CHIEF OR DIVISION C.O.
LEAVE, DISABILITY PENSION - SWORN ONLY	ATTACH MEDICAL REPORTS, COMPLETE REVERSE SIDE.	MEMBER, MEDICAL DIRECTOR
LEAVE, MILITARY (PAID ENCAMPMT. - 14 DAYS MAX.)	GIVE DATES, ATTACH COPY OF OFFICIAL ORDER, COMPLETE REVERSE SIDE.	MEMBER, UNIT C.O., AREA CHIEF OR DIVISION C.O.
LEAVE, MILITARY - WITHOUT PAY	GIVE DATES, ATTACH COPY OF OFFICIAL ORDERS, COMPLETE REVERSE SIDE. IF OVER 29 DAYS, ALSO ATTACH PER-73 (CITY REQUEST FOR LEAVE) AND PER-78 (EXIT INTERVIEW REPORT).	MEMBER, UNIT C.O., AREA CHIEF OR DIVISION C.O.
UNPAID ABSENCE (29 DAYS AND UNDER) - NO INSURANCE BENEFITS	GIVE REASON & RETURN DATE, COMPLETE AND SIGN REVERSE SIDE.	MEMBER, UNIT C.O., AREA CHIEF OR DIVISION C.O.
LEAVE, OTHER (30 DAYS AND OVER)	GIVE REASON & LENGTH OF LEAVE REQUESTED, COMPLETE REVERSE SIDE. ATTACH PER-73, (CITY REQUEST FOR LEAVE) AND PER-78 (EXIT INTERVIEW REPORT).	MEMBER, UNIT C.O., AREA CHIEF OR DIVISION C.O., DEP. SUPT., B.A.S.
LEAVE, EXTENSION OF	GIVE DATES & REASON, COMPLETE REVERSE SIDE. ATTACH PER-73 (CITY REQUEST FOR LEAVE).	MEMBER
MARRIAGE LEAVE	GIVE DATES REQUESTED FOR LEAVE, DATE OF CEREMONY & SPOUSE'S NAME	MEMBER, UNIT C.O.
NAME CHANGE	GIVE NEW NAME. IF OTHER THAN BY MARRIAGE, ATTACH VERIFICATION / EXPLANATION	MEMBER, UNIT C.O.
RETIREMENT	GIVE EFFECTIVE DATE ATTACH PER-78 (EXIT INTERVIEW REPORT). AS SOON AS RESIGNATION IS ACTED ON BY THE COMMANDING OFFICER, THE COMMANDING OFFICER WILL NOTIFY THE INTERNAL AFFAIRS DIVISION AND THE PAYROLL / FINANCE DIVISION BY PAX TELEPHONE	MEMBER, UNIT C.O., AREA CHIEF OR DIVISION C.O.
RESIGNATION	GIVE EFFECTIVE DATE & REASON	MEMBER, UNIT C.O., AREA CHIEF OR DIVISION C.O.
SEPARATION TO ACCEPT OTHER CITY POSITION / TITLE	GIVE EFFECTIVE DATE, NEW JOB TITLE & NAME OF NEW CITY DEPARTMENT	MEMBER, UNIT C.O., AREA CHIEF OR DIVISION C.O.
DEATH IN FAMILY	GIVE DATES & RELATIONSHIP TO DECEASED	UNIT C.O.
TRANSFER REQUEST	COMPLETE PERSONNEL TRANSFER & ASSIGNMENT SECTION BELOW	MEMBER, UNIT C.O., AREA CHIEF OR DIVISION C.O., DEP. SUPT.
RECOGNIZED OPENING BID (FOP)	COMPLETE PERSONNEL TRANSFER & ASSIGNMENT SECTION BELOW	MEMBER
RECOGNIZED VACANCY BID (FOP)	COMPLETE PERSONNEL TRANSFER & ASSIGNMENT SECTION BELOW	MEMBER

**PERSONNEL TRANSFER & ASSIGNMENT SECTION**

UNIT OF ASSIGNMENT REQUESTED	HOME ADDRESS	HOME TELEPHONE NO.	SENIORITY DATE	TITLE CODE	GRADE
DATE ASSIGNED TO PRESENT UNIT	DATE OF BIRTH	<input type="checkbox"/> UNIT NOTICE OF RECOGNIZED OPENING NO. <input type="checkbox"/> RECOGNIZED VACANCY LISTING ADMINISTRATIVE MESSAGE FACSIMILE NETWORK NO.		POSITION REQUESTED	
DATE SUBMITTED	TIME SUBMITTED	COMMANDING OFFICER / UNIT COMMANDER'S SIGNATURE [Signature]			STAR NO. 99

**REMARKS SECTION**

Member Carlos A.W.O.P. For Dates of 13414 AUGUST 2011, AND ALSO FOR 17 & 18 SEPTEMBER 2011. P.O. ARTHA WAS NOT PRESENT FOR DUTY. COMMANDER TO HAVE BEEN AT MILITARY SERVICE. However NO paperwork, OR PRICC ORDERS WERE SUBMITTED BY P.O. ARTHA. LOG # [REDACTED] OBTAINED VIA CPIC.

**SIGNATURES**

SIGNATURE OF MEMBER (IF REQUIRED)	<input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> DISAPPROVAL	SIGNATURE & TITLE
<input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> DISAPPROVAL	<input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> DISAPPROVAL	SIGNATURE & TITLE
FOR PERSONNEL DIVISION / BUREAU OF ADMINISTRATIVE SERVICES USE ONLY		
<input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> DISAPPROVAL	SIGNATURE	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED

COMMENTS

I.A.D. CLEARANCE  
AS OF:

DATE 18 Aug 2011

TO: Officer Artiga #10950

FROM: Commander Carlos Velez

SUBJECT: Military Drill

<input type="checkbox"/>	FOR YOUR INFORMATION	<input type="checkbox"/>	READ - INITIAL - FORWARD
<input checked="" type="checkbox"/>	FOR YOUR ACTION & REPORT	<input type="checkbox"/>	INVESTIGATE & REPORT
<input type="checkbox"/>	FOR YOUR ACTION NO REPORT REQUIRED	<input type="checkbox"/>	FOR ASSIGNMENT
<input type="checkbox"/>	FOR REVIEW/SUGGESTION & REPORT	<input type="checkbox"/>	RETURNED - FURTHER STUDY OR CORRECTION
<input type="checkbox"/>	FILE INFORMATION ONLY	<input type="checkbox"/>	OTHER

Per the Human Resource Division, the attached paperwork must be filled out every year to ensure compliance. The original must be sent to the office of the undersigned where we will keep a copy in your personnel jacket and forward the original to HR.

For the DRILL currently submitted you need to provide time due slips or show that your RDO was changed to accomodate your drill.

In the future, it is advised for you to make arrangements with your WC to request to change your RDO if at all possible.

Thank You,

Officer Lozano

<input type="checkbox"/>	REPORT OR RETURN BY	DATE	NO. OF COPIES	<input type="checkbox"/>	REPLY ON THIS FORM
<input type="checkbox"/>	CONTINUED ON REVERSE SIDE	SIGNATURE			

**PERSONNEL ACTION REQUEST**  
**CHICAGO POLICE DEPARTMENT**

MEMBER TO BE AFFECTED (LAST NAME - FIRST - M.I.) <b>RTIGA, George D.</b>		STAR / BADGE NO. <b>10950</b>	TODAY'S DATE <b>09-AUG-11</b>
EFFECTIVE DATE <b>12 AUG 11</b>	JOB TITLE <b>POLICE OFFICER</b>	EMPLOYEE NO. <b>[REDACTED]</b>	UNIT ASSIGNED <b>025</b>
		SOCIAL SECURITY NO. <b>ON FILE</b>	

CHECK TYPE OF ACTION HERE (DO NOT CHECK MORE THAN ONE)	TYPE OF ACTION INFORMATION REQUIRED (ENTER INFORMATION IN "REMARKS" SECTION BELOW)	SIGNATURES REQUIRED
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EXCUSED WITHOUT PAY - NON-DISCIPLINARY	GIVE EFFECTIVE DATE & CIRCUMSTANCES.	UNIT C.O.
ABSENCE WITHOUT PAY - AWOP	GIVE EFFECTIVE DATE & CIRCUMSTANCES. STATE WHETHER OR NOT MEMBER NOTIFIED SUPERVISOR.	UNIT C.O.
TERMINATION - JOB ABANDONMENT	GIVE EFFECTIVE DATE: F.O.P. - ACTION TAKEN AFTER 4 CONSECUTIVE WORKDAYS AWOP AFSCME & UNIT II - ACTION TAKEN AFTER 5 CONSECUTIVE WORKDAYS AWOP	UNIT C.O., AREA CHIEF OR DIVISION C.O.
LEAVE, DISABILITY PENSION - SWORN ONLY	ATTACH MEDICAL REPORTS, COMPLETE REVERSE SIDE.	MEMBER, MEDICAL DIRECTOR
LEAVE, MILITARY (PAID ENGAGEMENT - 14 DAYS MAX.)	<input checked="" type="checkbox"/> GIVE DATES, ATTACH COPY OF OFFICIAL ORDER, COMPLETE REVERSE SIDE.	MEMBER, UNIT C.O., AREA CHIEF OR DIVISION C.O.
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NAME CHANGE	GIVE NEW NAME. IF OTHER THAN BY MARRIAGE, ATTACH VERIFICATION / EXPLANATION	MEMBER, UNIT C.O.
RETIREMENT	GIVE EFFECTIVE DATE ATTACH PER-78 (EXIT INTERVIEW REPORT). AS SOON AS RESIGNATION IS ACTED ON BY THE COMMANDING OFFICER, THE COMMANDING OFFICER WILL NOTIFY THE INTERNAL AFFAIRS DIVISION AND THE PAYROLL / FINANCE DIVISION BY FAX TELEPHONE	MEMBER, UNIT C.O., AREA CHIEF OR DIVISION C.O.
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SEPARATION TO ACCEPT OTHER CITY POSITION / TITLE	GIVE EFFECTIVE DATE, NEW JOB TITLE & NAME OF NEW CITY DEPARTMENT	MEMBER, UNIT C.O., AREA CHIEF OR DIVISION C.O.
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PERSONNEL TRANSFER & ASSIGNMENT SECTION					
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DATE SUBMITTED	TIME SUBMITTED	COMMANDING OFFICER / WATCH COMMANDER'S SIGNATURE			STAR NO.

**REMARKS SECTION**

*R/O is a member of the ILLINOIS NATIONAL GUARD Army schedule to attend his weekend drill (training) on August 13 and 14, 2011.*

SIGNATURES	
SIGNATURE OF MEMBER (IF REQUIRED)	<input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> DISAPPROVAL
SIGNATURE & TITLE (UNIT C.O.)	<input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> DISAPPROVAL
FOR PERSONNEL DIVISION / BUREAU OF ADMINISTRATIVE SERVICES USE ONLY	
<input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> DISAPPROVAL	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED

COMMENTS	I.A.D. CLEARANCE AS OF:
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# BCJ 9825 Aviation Support Battalion

August 2011 Newsletter



## August 2011 Daily Time Line

Saturday, 13 August 2011

- 0600 - 0700: Pre-Training Meeting for Selected Leaders
- 0630 - 0830: Remedial APFT with SSG Hefner (SGT McDermott is Combat Lifesaver)
- 0700 - 0715: First Formation at Midway  
(Inspections, Accountability, Recognition, and General Info Distribution / Safety Info)
- 0715 - 0745: Commander's Initial Planning Conference (IPC) Briefing in the Large Classroom
- 0745 - 0815: Don't Ask - Don't Tell (DADT) Tier 1 Briefing with SSG Sanow
- 0815 - 0900: Platoon Meetings  
(Specialized / Detailed Info Distribution and Platoon Assignments) PLT SGTs Time
- 0900 - 1000: Platoon SGTs meeting with SFC Gleason
- 0900 - 1130: Admin, Training, and Supply Actions  
(Submit for ATTRS Schools / DTS / DTMS / E4 NCOERs)
- 0900 - 1130: Primary Marksmanship Instruction (Beam-Hit) with SSG Johnston, SGT Rahm, and SPC Lichtenauer
- 0900 - 1130: PMCS Range Vehicles
- 0900 - 1130: Driver's Training for selected Individuals
- 0900 - 1130: Protective Mask Cleaning with SPC Memmen
- 0900 - 1130: Online training (GAT / SHARP / CRM Basic / ATL1 / Hazmat LTC 012, TARP, CTIP)
- 0900 - 1130: Aircraft Maintenance for selected Individuals and Squads
- 1130 - 1230: Lunch
- 1230 - 1715: Continue with Admin, Training, and Supply Actions
- 1230 - 1715: Continue with PMI, Range Prep and Packing
- 1230 - 1715: Continue with Range Vehicle PMCS
- 1230 - 1715: Continue with Protective Mask Cleaning
- 1230 - 1715: Continue with Driver's Training
- 1230 - 1715: Continue with Online Training
- 1230 - 1715: Continue with Aircraft Maintenance
- 1715 - 1730: Clean Facility / Inventory Tools
- 1730 - 1745: Final Formation at Midway in Kevlar, LBV, Eye Protection, Hearing Protection  
(Accountability, FRG Raffle / Recognition, Info Distribution, and Safety info)
- 1745 - 1800: Post Training Meeting at discretion of Commander (AARs / Progress and Status Reports / Work Plans / UMR Review / Open Issues / Plans of Action).



**BCJ 980th Aviation Support Battalion**  
**August 2011 Drill**



**August 2011 Drill Times**

**Sunday, 14 August 2011**

0600 - 0700: Pre-Training Meeting in Large Classroom for Selected Leaders  
0630 - 0700: Remedial PT for Selected Soldiers  
0700 - 0715: First Formation at Midway  
(Inspections, Accountability, Recognition, and General Info Distribution / Safety Info)  
0715 - 0800: Platoon Meetings  
(Specialized / Detailed Info Distribution and Platoon Assignments) PLT SGTs Time  
0800 - 0830: PLT SGTs meeting with SFC Gleason  
0800 - 1130: Admin and Supply Actions (Submit for ATTRS Schools / ASIs / DTS / DTMS)  
0800 - 1130: Continue with PMI (Beam Hit) and Range Prep and Packing  
0800 - 1130: Continue with Range Vehicle PMCS  
0800 - 1130: Continue with Aircraft Maintenance  
0800 - 1130: Continue with Online Training  
0800 - 1130: Continue with Driver's Training  
0800 - 1130: Deployment Preparation / UMR Review - Cross Leveling Plan / MOS Training Program  
1130 - 1230: Lunch  
1230 - 1430: Quarterly Safety Council / Safety Training / FOD Walk with CW4 Erwin  
1230 - 1715: Continue with Admin, Training, and Supply Actions  
1230 - 1715: Continue with PMI, Range Prep and Packing  
1230 - 1715: Continue with Range Vehicle PMCS  
1230 - 1715: Continue with Driver's Training  
1230 - 1715: Continue with Online Training  
1230 - 1715: Continue with Aircraft Maintenance  
1715 - 1730: Clean Facility / Inventory Tools  
1730 - 1745: Final Formation at Midway (Accountability, FRG Raffle / Recognition, Info Distribution, and Safety info)  
1745 - 1800: Post Training Meeting at discretion of Commander (AARs / Progress and Status Reports / Work Plans / UMR Review / Open Issues / Plans of Action).

**Approved Splits:**

Note on Splits: All splits must be approved through the chain of command and coordinated through the FTUS. Please know the FTUS is not the approving authority for splits, but must be kept in the loop for pay and attendance tracking.

**Authorized Splits for August 2011 Drill:**

SGT Timothy Andry (NCOY)	SPC David Benson (CSW)	1SG Brian Boyer (ATX)	SPC David Dannewitz (CSW)
SSG Steven Dean(Sun only)	SGT Adrian Del Toro (ATX)	CW2 John Green	SGT Gabriel Hernandez( NCOY)
CW5 Joseph Lemens	CW3 Dan Lieber (ATX)	SSG Thomas Luca (Medical)	MAJ Keith Noppenberger (AMO)
SPC Jason Memmen (Sun only)	SPC Javier Rodriguez (Sun only)	SPC Michael Salas (CSW)	PFC Casey Walker (Sun only)
SPC Daniel Webster (CSW)			

11 August 2011

Re: Military Leaves of Absence

Annual Training Orders: For orders that say "Annual Training", members can be carried Military With Pay, regardless of the number of days per calendar year. Members must complete a PAR Form with military orders attached.

Active Duty Training, Active Duty Training School, or orders similarly-worded: Members must complete the Power of Attorney and Affidavit forms to get their pay differential for up to 60 days per calendar year for this type of training. These forms must be notarized, and they are good for one calendar year. These forms must be submitted with the PAR Form and orders. If the training is for 30 days or more at one stretch, they must also complete the "Request for Leave of Absence" form (PER-73), and "Exit Interview" form (PER-78).

For assistance with completing these forms, contact Sol Tsaoussis in the Human Resources Division at (312) 745-5342 or PAX 0350.

Drill Weekend orders: If a member goes on weekend drill on their RDO(s), they don't have to complete a PAR form and orders. If they go on weekend drill on a working day, they have to take their own time, and complete a PAR Form and orders.

Sol Tsaoussis  
Human Resources Division  
(312) 745-5342, PAX 0350.



# POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, that \_\_\_\_\_

of the City of Chicago, County of Cook, and the State of Illinois, has made, constituted and appointed \_\_\_\_\_

Police Member Name

residing at \_\_\_\_\_

Name of Designated Agent

Street Address

in the city and state of \_\_\_\_\_

City and State

true and lawful firms in my name, place and stead, in the matter of complying with any and all rules and regulations in connection with the OPERATION ENDURING FREEDOM ORDINANCE OF THE CITY OF CHICAGO.

GIVING AND GRANTING UNTO MY SAID ATTORNEY, full power and authority to do and perform every act necessary to be done in the premises as fully to all intents and purposes as I might or could if personally present at the doing thereof, including the signing of my name to affidavits, drafts and checks connected with the above matter.

IN WITNESS THEREOF, I have hereto set my hand this \_\_\_\_\_ day of \_\_\_\_\_

Month and Year

\_\_\_\_\_  
Police Member Signature

**NOTARY PUBLIC:**

SUBSCRIBED AND SWORN TO ME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary Public

Notary Seal

## AFFIDAVIT

I \_\_\_\_\_, duly sworn under oath depose and states as follows:

1. That I am an employee of the City of Chicago, residing at \_\_\_\_\_, Chicago, Cook County, Illinois.
2. That I am employed by \_\_\_\_\_,  
my occupational title is \_\_\_\_\_,  
my payroll number is \_\_\_\_\_, and  
my social security number is \_\_\_\_\_.
3. That I have been or will be called to active duty for military duty in connection with terrorist attacks on September 11, 2001 on \_\_\_\_\_, pursuant to the attached Military orders. My e-mail address is \_\_\_\_\_.
4. That the amount of my monthly military pay is as follows:
  - A) Gross Monthly Base Pay is \$ \_\_\_\_\_
  - B) Other Monthly Entitlements and Supplemental Pay are \$ \_\_\_\_\_
  - C) Total Monthly Compensation  
(Add A and B) \$ \_\_\_\_\_
5. That I have designated \_\_\_\_\_ as my attorney in fact pursuant to the attached power of attorney which has been duly executed before a notary public.
6. That pursuant to said power of attorney, \_\_\_\_\_ has been designated and authorized to receive my payroll check in person and /or that the payroll check is to be mailed in c/o this same person, if he/she is unable to pick up said payroll check, as stated below:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

7 That my annual gross salary as an employee of the City of Chicago as herein mentioned is \$ \_\_\_\_\_ and the date of my next salary increase is \_\_\_\_\_.

8. I wish to discontinue the following deductions while on active duty:

	YES	NO	NOT APPLICABLE
Charitable Contributions	_____	_____	_____
U.S. Savings Bonds	_____	_____	_____

**NOTE:** To discontinue Deferred Compensation you must contact PEBSCO (443-1975).

To discontinue credit union deductions you must contact your credit union.

To discontinue wage assignments, the appropriate legal documents must be presented.

9. That I or my representative hereby acknowledge and agree to come in and sign a verification card on a semi-monthly basis as a condition of receiving the funds pursuant to Chapter 2, Section 152-113, of the Municipal Code of the City of Chicago. I further acknowledge that the Committee on Finance will be forwarding said verification card to me if unable to come in person and that I will complete all required information and forward said verification card as a condition precedent to obtaining said payroll check.
10. I further acknowledge that I or my representative pursuant to the attached power of attorney will submit each quarter to the Committee on Finance a copy of my LEAVE AND EARNINGS STATEMENTS. I further acknowledge that the purpose of this Submission is to verify that I am still on active military duty and that the earnings I am Realizing while on active duty are in the amounts as stated herein.
11. I further acknowledge that upon release or discharge, termination, or at year-end that the Committee on Finance and the Comptroller's Officer will audit the LEAVE AND EARNINGS STATEMENTS. I agree that if I have been over compensated to repay the City of Chicago the amount of my overpayment. Further, in the event of overpayment, I authorize and direct the City of Chicago to deduct at the rate of 5% of my net future payroll checks to recoup the overpayment. I further agree and understand that I must submit the LEAVE AND EARNINGS STATEMENTS as a condition to my being reinstated as an employee of the City of Chicago.

12. I further understand and acknowledge that upon my termination, release or discharge from active military duty and my return to civilian life that (a) I can elect to return to work immediately if I am medically able to, (b) that I may use vacation or compensatory time after leaving the military and before returning to my City employment, (c) or that I may elect to take a 14 day unpaid leave of absence prior to returning to work with the City, and I also understand that in the event that I opt to take a 14 day unpaid leave of absence, that although I will not receive pay I will receive continuous service credit and full medical benefits.
13. I further agree to submit my release or discharge papers (DD214) to my department timekeeper or personnel representative so designated.
14. I further understand that pursuant to Chapter 2, Section 152-113, of the Municipal Code of the City of Chicago that I may opt not to receive the pay difference, and in such an event I understand that I will be entitled to continue all benefits, including medical benefits for my eligible dependents.

I opt to receive the pay difference. YES \_\_\_\_\_ NO \_\_\_\_\_

15. I further agree to provide my full cooperation with any and all requirements or instructions that may be necessary in order to carry out the provisions of Chapter 2, Section 152-113, of the Municipal Code of the City of Chicago.

\_\_\_\_\_  
Affiant

SUBSCRIBED TO AND SWORN BEFORE ME  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
MY COMMISSION EXPIRES ON \_\_\_\_\_

**PO Artiga - Military Drill**

Lozano Renteria, Yvette

**Sent:** Monday, September 26, 2011 1:06 PM**To:** [REDACTED]**Cc:** [REDACTED]

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**FYI:**

I spoke with Po Artiga today in regards to his military drill, once again.

Per the HR Dept:

"DRILL WEEKEND ORDERS: If a member goes on weekend drill on their RDO(s), they don't have to complete a PAR form or submit orders. If they go on a weekend drill on a working day, they have to take their own time AND complete a PAR form and submit orders with their name on it.

He was sent this information on August 18th and was reminded of this again today, because Timekeeping received his time due slips for 17 and 18 Sep "Military Drill", without a PAR or his orders with his name on it. The time due slips are being sent back for him to add with the other documentation and resubmit to the front of office.

Also, it was explained to PO Artiga that it is his responsibility to provide copies of his orders with every PAR even if the last drill contains the current training dates. We will not be looking up his past orders and making copies for him, as he expressed on his time due slips.

He didn't seem too happy with all of this, but I explained to him that this is per the Department and he has to comply. It was also advised in August that if he did not want to use his comp time, that he should make arrangements with his watch commander to switch his RDO to accommodate his drill and then he would not have to turn in any paperwork. WC would just have to put in comment section of the A&As "RDO switched for Military Drill" in case questions came up as to why his RDO is being changed so frequently.

I have also included a copy of the letter from HR which will be in your basket in the WC office for your review.

Thanks your help,

Officer Yvette Lozano-Renteria  
25th District Secretary  
for Commander Carlos Velez

DATE 26 Sep 2011

TO: PO Artiga 10950

FROM: Commander Carlos Velez

SUBJECT: Military Drill August 13 and 14

<input type="checkbox"/>	FOR YOUR INFORMATION	<input type="checkbox"/>	READ - INITIAL - FORWARD
<input checked="" type="checkbox"/>	FOR YOUR ACTION & REPORT	<input type="checkbox"/>	INVESTIGATE & REPORT
<input type="checkbox"/>	FOR YOUR ACTION NO REPORT REQUIRED	<input type="checkbox"/>	FOR ASSIGNMENT
<input type="checkbox"/>	FOR REVIEW/SUGGESTION & REPORT	<input type="checkbox"/>	RETURNED - FURTHER STUDY OR CORRECTION
<input type="checkbox"/>	FILE INFORMATION ONLY	<input type="checkbox"/>	OTHER

Please complete the following package for your drill dates of 13 and 14 August and return to the office of the undersigned as soon as possible.

All Drills taken on a working day will submit the following package:

- PAR form
- Copy of drill order with name on it or a letter from your C/O confirming your attendance.
- Time due slips for dates taking com time.

For your August 13 and 14 Drill the following Information is missing:

- Drill orders with your name on it or a letter from your C/O confirming your attendance.

REPORT OR RETURN BY	DATE	NO. OF COPIES	REPLY ON THIS FORM
CONTINUED ON REVERSE SIDE	SIGNATURE		

DATE 26 Sep 2011

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DATE 26 Sep 2011

TO: PO Artiga 10950

FROM: Commander Carlos Velez

SUBJECT: Military Drill Sep 17 and 18 2011

<input type="checkbox"/>	FOR YOUR INFORMATION	<input type="checkbox"/>	READ - INITIAL - FORWARD
<input checked="" type="checkbox"/>	FOR YOUR ACTION & REPORT	<input type="checkbox"/>	INVESTIGATE & REPORT
<input type="checkbox"/>	FOR YOUR ACTION NO REPORT REQUIRED	<input type="checkbox"/>	FOR ASSIGNMENT
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All Drills taken on a working day will submit the following package:

- PAR form
- Copy of drill order with name on it or a letter from your C/O confirming your attendance.
- Time due slips for dates taking com time.

For your September 17 and 18 Drill the following Information is missing:

- PAR form
- Drill orders with your name on it or a letter from your C/O confirming your attendance.

Your time due slips are being returned so the package is submitted as a whole.

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<input type="checkbox"/>	CONTINUED ON REVERSE SIDE	SIGNATURE			

**Fw: George Artiga Military Leave**

Velez, Carlos E.

Sent: Saturday, September 10, 2011 9:01 AM

To: Lozano Renteria, Yvette

See the below email. Make sure the timekeeper gets the slips and carries him in the proper status. Thanks

----- Original Message -----

From: Pontecore Jr, Ronald A.

Sent: Saturday, September 10, 2011 08:52 AM

To: Velez, Carlos E.

Subject: FW: George Artiga Military Leave

Fyi

Capt. Ronald A. Pontecore

025 District- 1st Watch

(312) 746-7409

ronald.pontecorejr@chicagopolice.org

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From: Platt, Mary E.

Sent: Saturday, September 10, 2011 2:24 AM

To: Pontecore Jr, Ronald A.

Subject: RE: George Artiga Military Leave

Ron,

George Artiga filled out time due slips for Aug 13 and 14. I put them in the envelope for the front office/timekeeper. He states the Military Leave Policy changed in August, but he was not aware of the change.

Mary

From: Pontecore Jr, Ronald A.

Sent: Friday, September 09, 2011 10:54 PM

To: Platt, Mary E.; Conroy, Patrick J.

Subject: FW: George Artiga Military Leave

Here is what I was talking about with Artiga.

Capt. Ronald A. Pontecore

025 District- 1st Watch

(312) 746-7409

ronald.pontecorejr@chicagopolice.org

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From: Velez, Carlos E.  
 Sent: Wednesday, September 07, 2011 5:49 PM  
 To: Pontecore Jr, Ronald A.  
 Subject: George Artiga Military Leave

Hey Ron, please have PO George Artiga provide orders for the leave he just took on 13 and 14 August. He provided a training schedule with no name on it. His name must appear on an order or he can get a letter from his unit C/O verifying his attendance. Tell him that in all instances, he must provide an activation or training order with his name on it or a letter from his unit C/O stating he will be in training. If he does not comply, he will be put in an AWOP status for those days.

# OVERTIME/COMPENSATORY TIME REPORT

## CHICAGO POLICE DEPARTMENT

NAME (LAST-FIRST-M.I.)

ARTIS, George D.

EMPLOYEE NO.

WATCH

DAY OFF GROUP

UNIT NO./ASSIGN.

## OVERTIME EARNED

DATE OVERTIME WORKED DAY OF WEEK REGULAR DUTY HOURS

FROM TO ACTUAL HRS. TOTAL CREDITED HOURS TOTAL

REASON FOR WORKING OVERTIME (Explanation required below)

- ☐ 01 - Ext. of Tour ☐ 04 - Call Back ☐ 07 - Staff Meeting  
☐ 02 - Court ☐ 05 - Worked R.D.O. (Required) ☐ 08 - Other  
☐ 03 - CAPS ☐ 06 - Special Event No.: ☐ 09 - Election

REQUEST TO USE COMP. TIME/P. DAY/ B.F.D / V. DAY

18-Sep-11

FROM TO TOTAL HRS. REQUESTED OFF

DAY(S) OF WEEK SUN MON TUES WED THURS FRI SAT  
COMP. TIME ☒ ☐ ☐ ☐ ☐ ☐ ☐  
PERSONAL DAY ☐ ☐ ☐ ☐ ☐ ☐ ☐  
BABY FURLOUGH DAY ☐ ☐ ☐ ☐ ☐ ☐ ☐  
VACATION DAY ☐ ☐ ☐ ☐ ☐ ☐ ☐

## REQUIRED EXPLANATIONS

OVERTIME AUTHORIZED BY (RANK-NAME-STAR NO.-P.C. LOGIN ID. NO.)

R.D. NUMBER C.B. NUMBER

EXPLAIN ASSIGNMENT

MILITARY WEEKEND TRAINING

COURT KEY

☐ Misdemeanor/Ordinance Complaint☐ Traffic ☐ Felony ☐ Other (Describe)

TESTIFIED

☐ Yes ☐ No

COURT BRANCH/LOCATION

CHARGE

DOCKET NO.

DEFENDANT

DISPOSITION

☐ I REQUEST COMPENSATORY TIME FOR THE ABOVE OVERTIME WORKED☐ I REQUEST TO BE PAID FOR THE ABOVE OVERTIME WORKED

SUBMITTING MEMBER

STAR NO./EMPLOYEE NO.

DATE TIME

SIGNATURES

APPROVED BY: ON-DUTY W/UNIT CO./COURT SGT. PC LOGIN ID. NO. STAR NO. DATE TIME

WATCH COMMANDER/UNIT CO. PC LOGIN ID. NO. STAR NO. DATE

SEP 19 2011

CPD-11.608 (REV. 12/09)

\* REFER TO "PAYROLL &amp; TIMEKEEPING" DIRECTIVE

# OVERTIME/COMPENSATORY TIME REPORT

## CHICAGO POLICE DEPARTMENT

NAME (LAST-FIRST-M.I.)

ARTIS, George D.

EMPLOYEE NO.

WATCH

DAY OFF GROUP

UNIT NO./ASSIGN.

## OVERTIME EARNED

DATE OVERTIME WORKED DAY OF WEEK REGULAR DUTY HOURS

FROM TO ACTUAL HRS. TOTAL CREDITED HOURS TOTAL

REASON FOR WORKING OVERTIME (Explanation required below)

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☐ 02 - Court ☐ 05 - Worked R.D.O. (Required) ☐ 08 - Other  
☐ 03 - CAPS ☐ 06 - Special Event No.: ☐ 09 - Election

REQUEST TO USE COMP. TIME/P. DAY/ B.F.D / V. DAY

17-Sep-11

FROM TO TOTAL HRS. REQUESTED OFF

DAY(S) OF WEEK SUN MON TUES WED THURS FRI SAT  
COMP. TIME ☐ ☐ ☐ ☐ ☐ ☐ ☒  
PERSONAL DAY ☐ ☐ ☐ ☐ ☐ ☐ ☐  
BABY FURLOUGH DAY ☐ ☐ ☐ ☐ ☐ ☐ ☐  
VACATION DAY ☐ ☐ ☐ ☐ ☐ ☐ ☐

## REQUIRED EXPLANATIONS

OVERTIME AUTHORIZED BY (RANK-NAME-STAR NO.-P.C. LOGIN ID. NO.)

R.D. NUMBER C.B. NUMBER

EXPLAIN ASSIGNMENT

MILITARY WEEKEND TRAINING  
See Schedule.

COURT KEY

☐ Misdemeanor/Ordinance Complaint☐ Traffic ☐ Felony ☐ Other (Describe)

TESTIFIED

☐ Yes ☐ No

COURT BRANCH/LOCATION

CHARGE

DOCKET NO.

DEFENDANT

DISPOSITION

☐ I REQUEST COMPENSATORY TIME FOR THE ABOVE OVERTIME WORKED☐ I REQUEST TO BE PAID FOR THE ABOVE OVERTIME WORKED

SUBMITTING MEMBER

STAR NO./EMPLOYEE NO.

DATE TIME

SIGNATURES

APPROVED BY: ON-DUTY W/UNIT CO./COURT SGT. PC LOGIN ID. NO. STAR NO. DATE TIME

WATCH COMMANDER/UNIT CO. PC LOGIN ID. NO. STAR NO. DATE

SEP 17 2011

DATE

CPD 0010283